



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE-F

22 MAR 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Home Marketing Incentive

1. References:

- a. Memorandum, HQAMC, AMCPE-F, dated 08 January 2003, SAB.
- b. Memorandum, HQDA, DAPE-CP-PPT, dated 15 May 2002, subject: Army Guidance – Home Marketing Incentive Payment.

2. This memorandum rescinds reference 1a.

3. HQDA has delegated the authority to approve home marketing incentive payments to the U.S. Army Materiel Command (AMC). Headquarters, AMC further delegates this authority to the Separate Reporting Activity Directors and Major Subordinate Commanders, with the authority to redelegate to the local commanders. No further delegation is authorized. The G-1 (in coordination with the G-8) is designated as the approval authority for the Headquarters.

4. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees who participate in the home sale program to independently and aggressively market, and find a bona fide buyer for their residences. This significantly reduces the fees/expenses a DoD component must pay to relocation services companies and effectively lowers the cost of relocation programs. IAW reference 1b, the incentive payment is determined by, and may not exceed the lesser of:

- a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee,
- b. \$10,000, or;
- c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

HQDA has determined the home marketing incentive should be paid at five percent. This amount was considered to be the most advantageous to both Army and the employee, in accordance with the Joint Travel Regulation, Volume 2, Chapter 15, Part C.

AMCPE-F

SUBJECT: Delegation of Home Marketing Incentive

5. Where this policy impacts bargaining unit members' conditions of employment, commanders are reminded to meet their statutory and contractual labor relations obligations.
6. The Command point of contact is Elaine Twiner, DSN 656-8149 or commercial (703) 806-8149; email: etwiner@hqamc.army.mil.

FOR THE COMMANDER:



MAUREEN O. VIALL
Deputy Chief of Staff, G-1

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CF: HQ AMC CPAC



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
360 ARMY PENTAGON
WASHINGTON DC 20310-0200



DAPE-CP-PPT

May 15, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Guidance - Home Marketing Incentive Payment

The purpose of the memorandum is to delegate the approval authority for the Home Marketing Incentive Program to the major Army commanders (MACOMs).

The MACOMs are delegated the authority to approve Home Marketing Incentive Payments made under the Department of Defense National Relocation Program (DNRP). This authority may be re-delegated to the local commander. No further delegation is authorized. Responsible officials must exercise this authority consistent with 5 U.S. Code 5756 and implementing regulations including the Federal Travel Regulation (41 C.F.R. 302-14) and the Joint Travel Regulation, Volume 2, Chapter 15.

In accordance with the Joint Travel Regulation, Vol. 2, Chapter 15, Part C: **the payment may not exceed the lesser of:**

- a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee,
- b. \$10,000, or
- c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

Under a. above, five percent (5%) should be used under the Home Marketing Incentive Payment Program. Five percent is the most economical and advantageous to the Army as well as the employee.

Each MACOM is responsible for the Home Marketing Incentive Payment Program and will establish a point of contact for technical questions relating to the program. The Executive Agent for the DNRP is the U.S. Army Corps of Engineers, Baltimore District Real Estate Office. General program information may be obtained by calling 1-800-523-3267. Technical questions related to the DNRP program should be addressed to 1-800-344-2501 or 410-962-3166.

Where this policy impacts on bargaining unit members' conditions of employment, activities are reminded to meet their statutory and contractual labor relations obligations.

For additional policy information, the point of contact is Ms. Carol Simley, DSN 221-9980, (703) 325-9980, email Carol.Simley@asamra.hoffman.army.mil.

//original signed//

David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

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**DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111
May 18, 1998**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation for Property Management (PM) Services

There has been a recent change to the Joint Travel Regulation (JTR), CI 5050, to provide property management (PM) services to employees who are transferred permanently to a foreign area and who qualify for the Department of Defense National Relocation Program (DNRP). Current Army employees who automatically qualify for the DNRP are:

- a. Senior Executive Service (SES)
- b. Mandatory Mobility Agreement (MM)
- c. Management Directed Move (MDM) (such as RIF, base closure, transfer of function, etc.)
- d. Local Commander (or designee) determines that relocation services may be offered and funds are available.

The PM services are approved through the Secretarial Process. By order of this memorandum, delegation of authority to approve PM services is given to the Major Command. No authority is approved to delegate below this level.

Each Command is responsible for ensuring that the basis for the entitlement set forth in the JTR is met before approval. MACOMs are to submit semi-annual reports on travel authorized under this provision of the JTR in the format provided at the enclosure. The reports are to be submitted for periods ending March 31 and September 30 of each year to the Office of the Assistant Secretary for the Army (Attn: SAMR-CPP-SM). For additional inquiries, please contact Ms. Linda Dobbs-Wilson, at DSN 221-1347 or commercial (703) 325-1347.

John P. McLaurin, III
Deputy Assistant Secretary
(Military Personnel Management
and Equal Opportunity Policy)

Enclosure DISTRIBUTION:
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OFFICE OF THE DEPUTY CHIEF OF STAFF FOR INTELLIGENCE

**FORMAT FOR REPORT OF PM SERVICES
(EMPLOYEES PERMANENTLY ASSIGNED TO FOREIGN AREAS)**

Name of Command

Number and category of employees authorized PM Service,
e.g., SES, mandatory mobility, BRAC, and Local Commander Designee.

Length of time authorized payment for PM services

Dollar amount authorized and actually expended for each employee authorized PM Services